



The Children's Village of Ottawa-Carleton is seeking to hire a dynamic **Assistant Supervisor** to oversee the work of the Camp Counselors for their Transitions Summer Camp Program. Please send your resume to Melissa Anson, Manager, Group Care Programs.

**Assistant Supervisors must have:**

- Must be 18 years or older;
- Must have experience working with groups of children ages 5 – 12;
- Must have completed two years of post-secondary education in a child related field of study or equivalent;
- Must have knowledge of children's developmental needs;
- Must have knowledge and/or experience in the areas of: behavior management, peer counseling or peer support programs, activities/recreation for children;
- Must have knowledge and experience working with families living in low-income areas;
- Strong leadership skills;
- Ability to supervise staff;
- Must be able to work independently;
- Good knowledge of resources/activities/events within Ottawa area;
- Valid First Aid and C.P.R Certification (Training provided by the Children's Village);
- High Five Certification (Training provided by the Children's Village);
- French speaking is an asset;
- Clear Police Records check;
- Must have a reliable vehicle and ability to drive daily from site to site for visits (mileage compensation will be provided).

**Transitions Summer Program:**

Transitions is a summer day camp program that offers children the opportunity to develop responsibility, independence, money management, life skills and social skills. Counselors guide children as they plan and organize their own activities and adventures. Staff must be able to work with children ages 5 to 12, facilitate the Transitions philosophy by encouraging children to make decisions and develop independence, guide children in their activity planning, ensure safety, implement behavior guidance strategies, and undertake administrative and organizational duties. Staff must be able to work independently.

**Counselor salary:** \$23.00/hour

**Position Type:** Summer – Full Time (June 30, 2025 to August 22, 2025)

**Email** – [careers@childrensvillage.on.ca](mailto:careers@childrensvillage.on.ca)

**Only those selected for an interview will be contacted. Thank you for your interest.**